

## **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 26TH JUNE, 2018**

Present: Councillors Mrs S Forster (Chair) and Mrs B E Allen, R Arthur, E Bell, Mrs J A Bell, Mrs K Brace, S P Colborn, G N Hepworth, Mrs L Kennedy, D McKenna, T Shepherd, B Taylor, R Whitehead, Miss L Willis.

Apologies: Councillors Mrs G Bleasdale, S Cudlip, D Cummings, Mrs V Cummings, Ms R M Gratton, Mrs S Pratt.

*Prior to commencement of the meeting the Chair advised members of this Committee and members of the public that in line with the amendment to 'the public bodies (admission to meetings) act 1960', which came into force in August, 2014, parts of this meeting may be recorded by photographic, video and audio means.*

### **1. DISCLOSURE OF INTERESTS**

Members were reminded prior to the start of the meeting of the need to disclose any interests, prejudicial or personal, in accordance with the Code of Conduct.

### **2. MINUTES OF THE LAST MEETING HELD ON 29TH MAY, 2018**

RECOMMENDED the Minutes of this meeting, a copy of which had been previously printed and circulated to each Member, be approved and signed as a correct record by the Chairman.

### **3. PAYSHEET NUMBER 3 – APRIL 2018/19**

#### **a) Expenditure – June 2018**

RECOMMENDED:

- (i) that all payments in Paysheet Number 3 – 2018/19 be approved, it being noted that the direct debits, Bacs, Online and Debit Card payments including Imprest expenditure amount to £120,378.83 being the total sum authorised under this Paysheet;
- (ii) that the BACS authorisation sheet be signed by three Members and the credit transfers be actioned immediately; and
- (iii) that the Clerk's Imprest Account be reimbursed the sum of £227.00 for Civic Expenditure and authority be granted for this to be signed by the Chairman and Responsible Financial Officer.

**b) Income – June 2018**

RECOMMENDED the summary sheet showing the range of income received by the Council during the current month be accepted.

**c) Bank Balances – June 2018**

RECOMMENDED the report of the Finance Officer a copy of which was circulated, be approved.

**4. AUDIT REPORTS**

**Internal Audit Report – Dawdon Park Project**

A Member raised the issue at item 5.1 of the report regarding the updating of the Council's Standing Orders. It was noted that a meeting of the working party has been scheduled to take place on the 3<sup>rd</sup> July, 2018.

RECOMMENDED the report of the Internal Auditor be approved.

**5. QUARTERLY BUDGETARY REVIEW – QUARTER ENDED JUNE 2018**

A Member raised an issue on page 5 of the report regarding the Remembrance Day Parade and the budget showing £100. The Royal British Legion requested financial support towards the cost of a band at £300 for last year's Remembrance Day just weeks before the parade. It was noted that if the Royal British Legion are requesting financial support this year they need to give the Town Council more notice of their request. It was noted that the £100 in the budget for the Remembrance Day Parade was to cover the PA System and the printing of hymn sheets only.

It was stated that a member of the Royal British Legion has placed a printed notice on Tommy requesting donations for the Seaham Branch of the RBL. This item will need to be discussed further. A Member also mentioned crosses and flowers being placed on Tommy and requested that a box is placed in front of Tommy so that items are not placed directly onto the statue.

RECOMMENDED that the Quarterly Budget Review for quarter ended June 2018 be accepted.

**6. RECESS PAYSHEET**

RECOMMENDED that the Chair, Vice-Chair and two other Members will be appointed as the Recess Paysheet Sub-Committee to enable the Finance Officer to make payments during the August recess period.

**7. PRESS OPPORTUNITIES**

RECOMMENDED that there are no press opportunities from this meeting.